

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

440

PAGE
NO.

1

1. Requesting Agency

REGIONAL PLANNING COUNCIL

2. Division or Bureau of Requesting Agency

ADMINISTRATION & ACCOUNTING

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|---|---|
| 1 | <p>The Regional Planning Council was created by Chapter 753, Acts of 1963, to succeed the Baltimore Regional Planning Council, which was abolished in August, 1964.</p> <p>The Council's area of jurisdiction covers Baltimore City and the counties of Anne Arundel, Baltimore, Carroll, Harford, and Howard. The Council's purpose is to prepare and adopt a comprehensive plan for the development of the region. The plan must contain a statement of objectives, standards and principles, recommendations for the most desirable general pattern of land use, a circulation pattern, a suggested general location for public and quasi-public facilities of regional concern, and recommendations for regulatory and administrative measures to implement the General Development Plan. In addition, the Regional Planning Council has the usual research and advisory functions associated with planning agencies.</p> <p>The records of a related agency, the Baltimore Metropolitan Area Study Commission, 1961-1963 (now defunct), are in the Hall of Records, Annapolis.</p> <p>MINUTES OF THE REGIONAL PLANNING COUNCIL</p> <p>Quantity: 4 linear inches Dates: June 19, 1963... Size: Legal File Arrangement: Chronological</p> <p>The Minutes record the names of the persons present at each meeting, important communications, policy decisions, progress reports, committee reports, discussions of projects, and resolutions empowering the staff to undertake projects.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | (continued) |

7. Agency, Division or Bureau Representative


Signature

Executive Director

Title

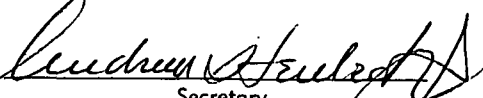
6/20/66
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

HALL OF RECORDS COMMISSION

6/24/66
Date
Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

7-12-66
Date
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
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|-------------------|---|--|

2 AUDITOR'S REPORTS

Quantity: 1 lin. in.
Dates: 1964...
Size: Legal
File Arr.: Chron.

This is the State Auditor's report to the Comptroller of the audit of the office books and accounts. This report may suggest changes in conduct, methods and forms used by the audited office. The Comptroller may order the office to adopt the changes suggested by the State Auditor. (Annotated Code of Maryland, 1957 edition as amended, Art. 19, Sec. 30).

RECOMMENDATION: RETAIN PERMANENTLY.

3 GENERAL LEDGERS (CASH BOOKS)

Quantity: 3 vols.
Size: 9 1/2" x 12" x 1"
Dates: 1963...
File Arr.: Chron.
Audit: State

The General Ledgers are books of final entry for receipts and disbursements, containing a record of all financial transactions of the office. The General Ledgers are the permanent books of account and are retained permanently.

RECOMMENDATION: RETAIN PERMANENTLY.

4 PERSONNEL FILES (EMPLOYEE FOLDERS)

Size: Legal
Dates: 1956...
Quantity: 1 cu. ft.
File Arr.: Alphabetical, by name of employee

The personnel files contain all or some of the following papers:-

| | |
|------------|--|
| MS 100 | Application for State Employment |
| --- | Correspondence |
| MS 350 | Request for Temporary Appointment |
| MS 406 | Medical Examination for Appointment |
| SF 1 | First Report of Injury |
| CT 8 | Security Questionnaire |
| --- | Notice of Employment |
| A-1-60 | Employee Questionnaire |
| SFC 156 | Medical Examination for Employment |
| --- | Reprimands and Exhibits |
| W-4 | Employee's Withholding Exemption Certificate |
| MW-307 | Employee's Withholding Exemption Certificate |
| CD-NS-5-60 | Report of Employee Accident or Injury |
| --- | Letter of Resignation |
| P-2-60 | Employee's Release |
| CB 103 | Cut-off Information Record for Commissioner of Personnel |
| --- | Training Course Test Results |

RECOMMENDATION: RETAIN FOR FOUR YEARS AFTER TERMINATION OF EMPLOYMENT, THEN DESTROY.

 APPROVED
HALL OF RECORDS COMMISSION

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
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| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------------|---|--|
|-------------------|---|--|

5 LEAVE RECORDS

Size: 5" x 8" cards
Quantity: 2 lin. in.
Dates: 1963...
File Arr.: Alphabetical, by name of employee
Audit: State

Leave is recorded under the name of the employee, giving the month and day, type of leave taken, and type earned, including compensatory leave.

RECOMMENDATION: A. RETAIN EMPLOYEE'S LAST LEAVE RECORD CARD PRIOR TO TERMINATION OF SERVICE FOR FOUR YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.
B. RETAIN ALL OTHER LEAVE RECORD CARDS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

6 GENERAL FILES

Size: Legal
Quantity: 6 file drawers
Dates: 1963...
File Arr.: Chronological or alphabetical

The general files are composed of correspondence and papers, reports, studies, surveys and memoranda, relating to the internal and external activities and administration of the office.

Printed and mimeographed material, and extra copies of records of which one copy is retained according to the recommendation below, are considered nonrecord within the meaning of the statute governing nonrecord material (Ann. Code of Md., 1957 ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

7 RECORDS OF THE BALTIMORE REGIONAL PLANNING COUNCIL

Size: Legal
Quantity: 4 cu. ft.
Dates: 1956-1964; DISCONTINUED (LAWS OF MD 1963, ENAP. 753)
File Arr.: Chron.

This series consists of the Minutes, correspondence, reports, studies, research files, and accounting records of the Agency. Duplicate copies of the Minutes have been transferred to the Hall of Records.

RECOMMENDATION: TRANSFER TO THE HALL OF RECORDS.

APPROVED
HALL OF RECORDS COMMISSION

(continued)

REQUEST FOR RECORDS RETENTION SCHEDULE
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Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

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|--------------------------------------|--|-------|--------------------------|-------------|-------------------------|------|-------------|---------------------|--|--|---|--|---|--|-------------------------------|--|---|--|--|-----|--|------|----------------|--------|--|-------------|--------------------|-------------|--------------------------|------|---------|--------|-----------------------------------|------|-----------------------------|----|----------------------------|----|-------------------|--------------------------------------|---------------------------|--------------|------------------------|--------------|--------------------------------|--------------|---|---------|------------------|-------|-----------------------------|
| 8 | <p>ACCOUNTING RECORDS</p> <p>Quantity: 1 file drawer Dates: 1963... File Arr.: Chron. Audit: State</p> <p>This item includes all standard State accounting forms, as well as general accounting records which are supporting data to the permanently retained General Ledgers (Item 3). All these records have value only for the three-year statutory limitation or, if subject to audit, for three years or until audited, whichever is later.</p> <p style="text-align: center;"><u>Comptroller of the Treasury</u></p> <p><u>Form No.</u></p> <table><tr><td>E-1-S</td><td>Memorandum of Adjustment</td></tr><tr><td>E-1 & E-1/2</td><td>Distribution of Charges</td></tr><tr><td>DD-1</td><td>Transmittal</td></tr><tr><td>R-2 (formerly MR-2)</td><td>Certificate of Deposit and Bank Deposit Slip</td></tr><tr><td></td><td>Monthly Report of State Funds Collected and Deposited</td></tr><tr><td></td><td>Distribution of Unexpended & Obligated Balances</td></tr><tr><td></td><td>Monthly Statement of Balances</td></tr><tr><td></td><td>Transmittals (General Schedule G-5, Item 3)</td></tr><tr><td></td><td>Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3)</td></tr></table> <p>State Treasurer's copies of the last two records series above are either permanently retained or microfilmed.</p> <p style="text-align: center;"><u>Purchasing Bureau (Department of Budget & Procurement)</u></p> <table><tr><td>1-A</td><td>Requisition for Supplies (also Agency Inter-office Requisitions)</td></tr><tr><td>47-A</td><td>Purchase Order</td></tr><tr><td>100-16</td><td>Out-of-Schedule Requisition for Supplies</td></tr><tr><td>39-A & 40-A</td><td>Stores Requisition</td></tr><tr><td>CF-2 & CF-3</td><td>Copy of Contract Awarded</td></tr><tr><td>27-A</td><td>" " " "</td></tr><tr><td>100-24</td><td>Actual Emergency & Repairs Report</td></tr><tr><td>26-A</td><td>Notice of Award of Contract</td></tr><tr><td>51</td><td>Report of Partial Delivery</td></tr><tr><td>52</td><td>Credit Memorandum</td></tr></table> <p style="text-align: center;"><u>Budget Bureau (Dept. of Budget & Procurement)</u></p> <table><tr><td>BB-1 (Revised, formerly BB-1 & BB-2)</td><td>Budget Schedule Amendment</td></tr><tr><td>BP Inv. R101</td><td>Report of Fixed Assets</td></tr><tr><td>BP Inv. R102</td><td>Report of Materials & Supplies</td></tr><tr><td>BP Inv. 31-6</td><td>Materials & Supplies Physical Inventory</td></tr><tr><td>BP 1-11</td><td>Budget Estimates</td></tr><tr><td>BB-40</td><td>Request for Position Action</td></tr></table> | E-1-S | Memorandum of Adjustment | E-1 & E-1/2 | Distribution of Charges | DD-1 | Transmittal | R-2 (formerly MR-2) | Certificate of Deposit and Bank Deposit Slip | | Monthly Report of State Funds Collected and Deposited | | Distribution of Unexpended & Obligated Balances | | Monthly Statement of Balances | | Transmittals (General Schedule G-5, Item 3) | | Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3) | 1-A | Requisition for Supplies (also Agency Inter-office Requisitions) | 47-A | Purchase Order | 100-16 | Out-of-Schedule Requisition for Supplies | 39-A & 40-A | Stores Requisition | CF-2 & CF-3 | Copy of Contract Awarded | 27-A | " " " " | 100-24 | Actual Emergency & Repairs Report | 26-A | Notice of Award of Contract | 51 | Report of Partial Delivery | 52 | Credit Memorandum | BB-1 (Revised, formerly BB-1 & BB-2) | Budget Schedule Amendment | BP Inv. R101 | Report of Fixed Assets | BP Inv. R102 | Report of Materials & Supplies | BP Inv. 31-6 | Materials & Supplies Physical Inventory | BP 1-11 | Budget Estimates | BB-40 | Request for Position Action |
| E-1-S | Memorandum of Adjustment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E-1 & E-1/2 | Distribution of Charges | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DD-1 | Transmittal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| R-2 (formerly MR-2) | Certificate of Deposit and Bank Deposit Slip | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Monthly Report of State Funds Collected and Deposited | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Distribution of Unexpended & Obligated Balances | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Monthly Statement of Balances | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Transmittals (General Schedule G-5, Item 3) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Warrants, Paying & Receiving (General Schedules G-3 and G-4, Item 3) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1-A | Requisition for Supplies (also Agency Inter-office Requisitions) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 47-A | Purchase Order | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100-16 | Out-of-Schedule Requisition for Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 39-A & 40-A | Stores Requisition | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CF-2 & CF-3 | Copy of Contract Awarded | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27-A | " " " " | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100-24 | Actual Emergency & Repairs Report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26-A | Notice of Award of Contract | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 51 | Report of Partial Delivery | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 52 | Credit Memorandum | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BB-1 (Revised, formerly BB-1 & BB-2) | Budget Schedule Amendment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BP Inv. R101 | Report of Fixed Assets | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BP Inv. R102 | Report of Materials & Supplies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BP Inv. 31-6 | Materials & Supplies Physical Inventory | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BP 1-11 | Budget Estimates | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BB-40 | Request for Position Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

(continued)

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HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
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4. Item No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

8 (cont.)

General Accounting Records

Paid Bills and Invoices
Bank Deposit Slips
P-1 Stock Record Card
P-7 Delivery Order and Receipt
Gas Tickets and Mileage Reports
Bank Deposit Receipts

Payroll Accounting

Payroll & Check Register (formerly Payroll Journal), [General Schedule G-2, Item 1-d]
Payroll Exceptions Time Report (formerly Payroll Exceptions. Additions & Deductions) [Genl. Sched. G-2, Item 2-b]
Payroll Warrants, [Genl. Sched. G-3, Item 3]
Payroll Transmittals, [Genl. Sched. G-5, Item 3]

State Treasurer's copies of the above four records series are either permanently retained or microfilmed.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION